

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** CONTRACT SPECIALIST

**CITY:** San Francisco, CA

**JOB REQUISITION:** 2129

### DEPARTMENT STATEMENT

The Finance Division of the Administrative Office of the Courts (AOC) has an opening for a limited-term Contract Specialist in its Business Services Unit. This is initially a one-year position, which may be extended beyond the one-year period contingent upon continued funding. This newly established position will provide support to The Center for Families, Children & the Courts (CFCC) Dependency Representation Administration Funding and Training (DRAFT) pilot program. The program's goal is to improve the quality of court-appointed counsel in juvenile dependency proceedings and maximize the resources available for those services. The position will serve as a specialist dealing with contracting juvenile dependency counsel serving trial courts participating in the DRAFT pilot program.

### RESPONSIBILITIES

- The Contract Specialist will perform the full range of specialized work associated with contracting for services for the AOC as noted below:
- Develop and prepare Requests for Proposal (RFP), Requests for Information (RFI), Requests for Qualifications (RFQ) and other complicated bid documents;
- Facilitate pre-proposal conferences;
- Draft and award dependency counsel contracts in compliance with trial court and agency needs and procurement guidelines;
- Provide contract drafts for project managers' and legal staff's review;
- Negotiate price, terms, and conditions with vendors;
- Conduct training seminars for the AOC regarding evaluation techniques for RFPs, RFIs, and other solicitation documents;
- Research questions for vendors on behalf of the branch when there are contract questions;
- Coordinate with judicial branch staff regarding contract management activities;
- Provide contract interpretations as required;
- Maintain contract summary financial/accounting data in automated financial system (Oracle) and;
- Perform other duties as assigned.

### QUALIFICATIONS

Equivalent to a bachelor's degree with major course work in business administration or a closely related field and three years of professional purchasing experience with major emphasis on the drafting of contracts and complex bid documents. Additional qualifying experience may be substituted for the education on a year-for-year basis.

### DESIRABLE

Experience in drafting and negotiating legal terms and conditions for contracts. Knowledge and experience with procurement modules of automated financial systems and word processing software. Working knowledge of encumbrance accounting.

### HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Business Services", and search for Job Req. #2129, Contract Specialist. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

## **PAY AND BENEFITS**

SALARY RANGE FOR POSITION: \$5,325 - \$6,471 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
CONTRACT SPECIALIST  
(Req. #2129)**

**The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.**

**Your answers to all of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.**

1. Briefly describe the scope and extent of your contract solicitation experience, including holding pre-proposal conferences, as it relates to your current position and/or the position where the majority of your contracting experience lies.
2. Briefly describe the scope and extent of your professional service-related contracting experience as it relates to your current position and/or the position where the majority of your contracting experience lies.
3. Describe your experience in developing and presenting training materials for a diverse and complex organization.